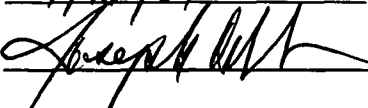
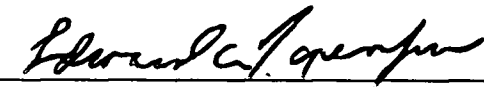


<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No.</b> L-79 <hr/> <b>Page</b> 1 <b>of</b> 1
<b>Agency</b> City of Cumberland		<b>Division/Unit</b> Department of Finance - Utility Billing/Collections
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
	<p><b>This Schedule List is a one time authorization to retain and dispose of records discontinued in 2006. White/green/yellow copies currently appear as permanent on Schedule M20, Items 7 and 9. This Schedule becomes null and void after these records have been destroyed and the Certificate of Records Disposal has been filed with the State.</b></p>	
1	<p><b>APPLICATIONS FOR TAPS AND METERS</b>            Original applications and signed petitions for meters and taps are filed by serial number, giving the name and address of the applicant, the date of the application, and the charges. This information is also recorded in a journal, but names of the signers of the petitions are not entered.</p>	Retain for three (3) years then destroy.
2	<p><b>WATER AND SEWAGE INVESTIGATIONS</b>            This is a serialized record of the investigations of complaints, turn-ons and turn-offs, and other problems arising from the supply of water and sewage to the City of Cumberland.</p>	Retain for three (3) years then destroy.
<b>Schedule Approved by Department, Agency, or Division Representative</b> <b>Date</b> <u>4/16/09</u> <b>Signature</b>  <b>Typed Name</b> <u>Joseph D. Urban</u> <b>Title</b> <u>City Comptroller</u>		<b>Schedule Authorized by State Archivist</b> <b>Date</b> <u>2 Jun 09</u> <b>Signature</b> 

<p>Instructions Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>2</u></p>	
<p>1. Department/Agency <b>City of Cumberland</b></p>		<p>2. Division <b>Finance</b></p>		<p>3. Unit <b>Utility Billing/Collections</b></p>	
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title <b>Applications for Taps and Meters</b></p>				<p>5. Earliest Year/Latest Year <b>1994 - 2006</b> <b>1992 -</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Original applications and signed petitions for meters and taps.</b> <b>Discontinued in 2006</b></p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <b>8 1/2 x 6" Sheets</b></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <b>A</b> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><b>5 cu ft</b> Number _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>		<p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><b>NTA</b> Number _____</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) <b>City Hall</b> <b>Room 101/102</b></p>		<p>12. File Becomes Inactive After</p> <p><u>1</u> <input checked="" type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s) Number _____</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <b>Wtr. Dist. Office</b></p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>			
<p>19. Name and Title of Preparer <b>Shawn S. Clark</b> <b>Record Retention Pjt. Mgr.</b></p>		<p>20. Telephone Number <b>301-759-6420</b></p>		<p>21. Date <b>4-15-09</b></p>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P. O. BOX 275 JESUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  Page <u>2</u> of <u>2</u>	
1. Department/Agency City of Cumberland		2. Division Office of Finance		3. Unit Utility Billing / Collections	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for references as well as retention and disposition purposes.					
4. Record Series Title Water and Sewer Investigations				5. Earliest Year/Latest Year 1977 - 2006	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include purpose or function of the series.) A record of investigations of complaints, turn-ons, and turn-offs, and other problems arising from the supply of water and sewage to customers. Discontinued in 2006					
7. Record Series Format(s)  <div style="display: flex; justify-content: space-between;"> <div>           Letter Size             Legal Size             Bound Book             Audio Tape         </div> <div>           Microfilm             Computer Tape             Floppy Disk             Video Tape         </div> </div> X Other (specify) 5 x 7 1/2		8. Record Series Sequence  <div style="display: flex; justify-content: space-between;"> <div>           Alphabetical             Numerical             Chronological             Geographical             Other (specify)         </div> <div>           Other (specify)         </div> </div>		9. Volume  <div style="display: flex; justify-content: space-between;"> <div>           4 cu. ft.            Number         </div> <div>           File Drawer(s)            Microfile Reel(s)            Computer Tape(s)            Other (specify)            Scanned Image         </div> </div>	
10. Annual Accumulation  <div style="display: flex; justify-content: space-between;"> <div>           N/A            Number         </div> <div>           File Drawer(s)            Microfile Reel(s)            Computer Tape(s)            Other (specify)            Scanned Image         </div> </div>					
11. File is Used <div style="display: flex; justify-content: space-around;"> <span>Daily</span> <span>Weekly</span> <span>Monthly</span> </div> N/A			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <div> <u>1</u>            Number         </div> <div>           X Month(s)            Year(s)         </div> </div>		
13. Current Location(s) (Bldg., Floor, Room) City Hall Room 101/102			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) X Yes Wtr. Dist. Office No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">No</span>			16. Audit Requirements <div style="display: flex; justify-content: space-around;"> <span><span style="border: 1px solid black; border-radius: 50%; padding: 2px;">None</span></span> <span>State</span> <span>Federal</span> <span>Independent</span> </div>		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) Yes <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">X No</span>			18. Recommended Retention 3 Yrs.		
19. Name and Title of Preparer <hr/> <hr/>		20. Telephone Number  301-759-6420		21. Date <hr/>	